



STATE *of* IDAHO
BOARD *of* EDUCATION

**Agency-Specific Records Retention Schedules
Final Review
January 2002
Retention Schedules (Rev 0)**

Appendix to accompany the

Records Management Plan:

A Guide for Agencies and Institutions Governed by the State Board of Education

Available on line at the SBoE webpage: <http://www.sde.state.id.us/osbe/board.htm>

under Technology

To be published as Appendix 10, Revision 0 in the
Department of Administration
Records Management Guide

Intended for immediate use for SBoE Agencies initiating records management inventories, Spring 2002.

per Jane E. Hochberg, Deputy Attorney General, Idaho State Board of Education

Comments and corrections should be directed to Steve Walker, State Archivist or Nancy Szofran, Chief Technology Officer, State Board of Education.

Introduction to SBoE Higher Education Records Retention Schedule

This schedule is intended for use within an institutional records management program. Regardless, until an institution creates a version of these records retention series specific to their facilities, these are the accepted and established time frames and limitations that should be adhered to.

<u>Retention Schedule Headings</u>	
<u>Definitions</u>	
<p><u>Series #</u> – Number associated with each schedule type.</p> <p><u>Series Title</u> – A general description of the series.</p> <p><u>Office of Record</u> – Office that commonly creates the record and holds it during its active period.</p> <p><u>Retention Period</u> – Time to retain the record. Life of the record. <u>Transfer Instructions</u> – Where record goes after its active period.</p> <p><u>Archival (A)</u> – Indicates the record is or may be permanent and have historic value.</p> <p>An “R” in this column indicates a required review by the Records Manager to determine value.</p> <p><u>Vital (X)</u> – record is vital for immediate operation of the office of origin or the institution.</p>	<p><u>Guidance</u> –</p> <p><u>Restricted Access (RA–)</u> – Refers to the security needs of a record series. Must be justified. <i>Access to applicable records should be limited to authorized personnel and approved individuals due to privacy and educational interests. Questions about limits should be based on the type of record, it’s content and the nature of the request for access and use.</i> Records may contain confidential, personal, or proprietary information, but are not limited to.</p> <p><u>Authorities</u> – Federal and State laws, regulations or requirements that pertain to the series. Where not specifically referenced, Idaho Code, 9-337 –9-347, the Public Records Law, has been applied. Note that there are exemptions for the access requirements of this law, these may be noted, as well.</p>
<u>Retention Codes</u> - refer to records regardless of format, type may vary.	
<p>AC - After closed, terminated, completed, expired, settled, or last date of contact</p> <p>AV - As long as administratively valuable</p> <p>CE - Calendar Year End (December 31st)</p> <p>UA – University Archives</p>	<p>FE - Fiscal Year End (June 30th)</p> <p>LA - Life of Asset</p> <p>PM - Permanent</p> <p>US - Until Superseded</p>

How to use these schedules:

1. *This schedule assumes that*

- the person using it is knowledgeable about their office or agency's records;
- an inventory of the records of the office or agency will be performed;
- that time will be taken to apply the definitions to the records found on hand;
- records will not be destroyed or reorganized without supervision of the agency's Records Manager or consultation with the State Archivist.

2. *This document establishes and describes a list of functions and types of records.*

It is intended to address records common to most offices and agencies under the supervision of the State Board of Education. Not every type of record listed here will occur in every office, and some offices will discover that they have records that do not appear to fit any of these series. For those records, you will need to contact Steve Walker, State Archivist, for guidance, or your agency's Records Manager.

3. *How to rank or establish a hierarchy of records within an agency.* Put simply, not every office holding a copy of a record is holding the *record copy*. An example: Time sheets. The record copy of a time sheet is the one you sign and is sent to Payroll. Any copies kept in other offices to confirm later payroll reports (to confirm proper charges to accounts, etc.) are a short-term record, as are any personal copies in your office. The Office of Record is Payroll.

When trying to assess the value of a record in your focus area, bear this concept in mind, where does the ultimate responsibility for a document, a report, or a record, lie? There are instances where a record has value for different reasons in different offices. This is the primary reason a physical inventory of records is essential to this process.

4. *How to judge when a record, which has otherwise met its retention, should be retained longer.*

Documents, regardless of format or storage media (ex: electronic files), associated any dispute, audit, or legal proceeding should not be destroyed or altered without consultation with your agency's Records Manager, General Counsel, or the State Archivist, or the Deputy Attorney General for SBoE.

5. *Confidentiality, Restricted Access and Public Records.* The need to limit access to a record type does not mean that it is unavailable as a public record.

- Requests for access to public records should be handled by personnel familiar with the requirements of the laws and regulations that apply to the information requested;
- For some records flagged in this schedule as **RA– Restrict Access**, copied can be furnished where some information is blocked out, or redacted to make it available to a requester.

Example: a contract could be copied if social security numbers, names, etc. were obscured.

Concerns about making records available to a requester should be addressed to the agency's Records Manager, General Counsel, or the State Archivist, or the Deputy Attorney General for SBoE.

6. *Creating your Agency's Retention Schedule:*

Once an inventory is completed and a summary of the records series which occur in your agency offices has been compiled, based on this general schedule, a set of decisions will need to be made to establish the Office of Record for each record type. Note: For many common series, like *Correspondence*, the Office of Record will probably be the *office of origin*, until it is time to transfer the inactive years of material to State Archives. Other records have obvious 'homes', like payroll records (Accounting or Payroll) and permanent or longterm personnel files (Human Resources). It

should be noted that smaller-scale agencies may find that a central office becomes the Office of Record for many record types because of their staffing, or the preference of the agency director. For agencies with regional offices around the state, these decisions may seem problematic, however, with a careful focus on the needs of the offices within an agency, and by consulting the State Archivist, these decisions can be made to the benefit of all.

One of the established benefits of records management is that with improved accountability for who has a record comes the efficiency, in both expense and time, of being able to retrieve of record when it is truly needed, without multiple copies taking up space throughout an agency or an office.

7. How to use the format. Please consider the sample inserted below. MS Word was used to create the original version of the retention schedule document, since then, it has been pointed out that MS Excel has some utilities that might make it easier to compile. Whatever software format is used, the fields of the table should be adhered to for compatibility with other SBoE agencies and offices within a given agency.

DRAFT State Board of Education DRAFT Agency-XYZ - Record Retention Schedules (Rev. 0) JULY 2002							
Agency Series Numbers	Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital(X)	Guidance
<u>A column can be added to allow for associating a records series with an inhouse procedure or policy</u>	SG-18-500	AGENCY PERFORMANCE MEASURES DOCUMENTATION : EX: Documents supporting effectiveness of appropriations requests or strategic plan	Agency Director's Office	FE + 3		X	CAUTION: The FE+3 retention period overrides any shorter retention period for materials from other records series if those records are needed for documentation of agency performance measures.
		Agency Performance Measures documentation- Field Office contributions	Each field office	FE + 1			Official version is the final report of the central Agency office. Contact Joe Smith at x3333 with questions
	SG-18-501	ADMINISTRATION – COMPLAINT AND INVESTIGATION RECORDS, AGENCY OR INTERNAL UNIT:					

Department of Administration (DoA) and the State Records Management Guide. Agreements were reached by the DoA and the SBoE authorizing Appendix 10 as the records retention schedule applying to those agencies under the direction of the Board. This agreement was reached due to the special requirements and considerations involved within these agencies. Questions about records should therefore be addressed to your agency's Records Manager, Steve Walker, State Archivist, or Jane Hochberg, Deputy Attorney General for SBoE.

Final Review State Board of Education Final Review Agency-Specific - Record Retention Schedules (Rev. 0) January 2002						
Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-502	ADMINISTRATION – AGENCY DIRECTOR'S RECORDS: Series provides a record of the administrative activities of the agency director such as executive leadership of the organization, financial and personnel management, policy development, budget development and approval, public contact and lobbying. Series also documents the activities and decisions of the board responsible for governing agency operations or for advising its operations. Records may include: Correspondence, memos, policies, statistical and narrative reports, draft budget data, and financial reports. Also may include minutes, agendas, tape recordings, and Board Committee records. Records may also include [Agency] constitution and by-laws, intergovernmental agreements, organization charts, draft and approved budgets.		PM	A	X	
SG-18-503	ADMINISTRATION – COMPLAINT AND INVESTIGATION RECORDS, AGENCY OR INTERNAL UNIT: Series documents complaints brought against establishments alleging violation of laws and administrative rules that govern operation of the establishment and documentation of any resulting disciplinary actions. Records may include, but are not limited to, correspondence; description of complaint; case files; legal notices and orders; hearing records; audio recordings and transcripts; license and certificate records; exhibits; investigative reports; working notes and files; investigation committee records, minutes, and agendas; and related correspondence and documentation.		AC + 7, then destroy	R	X	RA – may be restricted due to attorney-client privilege, personal information, see also, Idaho Code 9-340E exemptions from disclosure AC = After case is closed.

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-504	ADMINISTRATION - CONTRACTS AND LEASES: (All documents having to do with contracts, leases, etc. Exception: building construction contracts)		AC+ 6			AC = Expiration or termination of the instruments according to its terms. Statute of limitations for contracts claims is 5 years. Dept of Admin uses 6 years
SG-18-505	ADMINISTRATION - CORRESPONDENCE – EXECUTIVE: Correspondence pertaining to the programs, administration, etc. of an agency or its offices.		PM	R	X	RA – may be restricted due to personal information, Idaho Code 9-340E exemptions from disclosure
SG-18-506	ADMINISTRATION - CORRESPONDENCE – GENERAL: Correspondence pertaining to the routine operations of an agency or its offices.		3			RA – may be restricted due to personal information, see also, Idaho Code 9-340E exemptions from disclosure
SG-18-507	ADMINISTRATION – CUSTOMER/PATRON SURVEYS: Institutional Research. Includes surveys returned by clients, etc. regarding agency performance, services, etc.		3	R		RA – may be restricted due to personal information, see also, Idaho Code 9-340E exemptions from disclosure Note: Some materials may warrant long-term retention.
SG-18-508	ADMINISTRATION - DESK CALENDARS/ APPOINTMENT BOOKS: Records that document appointments, itineraries, etc. of an agency official or employee		CE+1			RA – may be restricted due to security interest of individuals
SG-18-509	ADMINISTRATION - DIVISION RECORDS: Series documents the activities, decisions, and reports of divisions that oversee or advise programs or functions of the agency. Records may include: Division agendas, staff-level meeting minutes, proposed budgets, reports and routine correspondence.		3	R		Note: Division minutes and correspondence may become part of agency history that is permanent. Some materials may warrant long-term retention.
SG-18-510	ADMINISTRATION – DONATION / GIFT RECORDS: Records documenting the donation of archival material, artifacts, manuscripts, and publications to the agency. May include descriptive lists, transfer of publication/copyrights, restrictions.		PM			RA – Access may be restricted due to contents of documentation, especially with artifacts, and cultural resources. See also, Idaho Code 9-340E exemptions from disclosure

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-511	ADMINISTRATION - EVENT AND CONFERENCE RECORDS: Records detailing the nature and subject of the agency event, including but not limited to brochures, advertising, and press releases.		PM	A	X	
SG-18-512	ADMINISTRATION – EXTERNAL AFFAIRS - EDUCATION AND OUTREACH PROGRAM RECORDS: Series provides a record of administration of the agency's education and public outreach programs. These programs may include tours, lectures, workshops, electronic media, and other adult and children's events and activities. Records may include publicity and promotion (advertisement) records, reports, orientation and training class records such as teaching packets, brochures, flyers, photographs, audio tapes, videotapes, session or class schedules, attendance rosters, and correspondence. Records may also include agreements and contracts.		PM	A	X	RA – Access may be restricted as attendance rosters may include individual information that may be confidential, depending on program purpose and participants.
SG-18-513	ADMINISTRATION - FORMS - HISTORY FILE: Series includes master set of agency or division forms, including design requests.	Office of Origin	PM	A	X	Copy of form to be furnished to State Archives, once implemented.
SG-18-514	ADMINISTRATION - FORMS - RECORDS INVENTORY: Lists of all record series used by an agency, resulting from inventory.		PM	A	X	
SG-18-515	ADMINISTRATION - MAIL & TELECOMMUNICATIONS LISTINGS: Any records listing address, phone numbers, fax numbers or e-mail addresses.		US			RA – may be restricted due to personal information, security of individuals
SG-18-516	ADMINISTRATION - MEETINGS - AGENDA AND MINUTES: Official minutes & agenda of open meetings.		PM	A	X	The archival requirement will be met by sending a copy to State Archives. Final version = Approved formal minutes by the governing body.

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-517	ADMINISTRATION - MEETINGS - CLOSED: Certified agendas or tape recordings of closed meetings		PM	A	X	RA – may be restricted depending on content, see also, Idaho Code 9-340E exemptions from disclosure
SG-18-518	ADMINISTRATION - ORGANIZATION CHARTS: Any documentation that shows program accountability.		PM	A	X	
SG-18-519	ADMINISTRATION - PLANS AND PLANNING RECORDS: Plans, etc. relating to planning new or redefining programs, services, etc.		PM	A	X	
SG-18-520	ADMINISTRATION – PROPOSED LEGISLATION Drafts of proposed legislation and related correspondence.		3			
SG-18-521	ADMINISTRATION - STAFF MEETING MINUTES: Minutes from internal agency staff meeting		PM	A	X	
SG-18-522	ADMINISTRATION - STRATEGIC PLANS: Information resources & operational strategic plans		PM	A	X	
SG-18-523	AGENCY OVERSIGHT - EDUCATION PROGRAM REVIEW RECORDS: Series documents the review of public and private educational programs, including college and university certification programs, to determine if license requirements, continuing education standards, or teacher certification requirements are being met. Records may include, but are not limited to, correspondence; reports created by colleges about faculty, students, and curriculum; college catalogs and self-study evaluations for programs under review; lists of accredited schools; course listings and descriptions; program descriptions and literature; seminar and workshop agendas; and related correspondence and documentation.		AC + 3			RA – may be restricted due to personal information. See also, Idaho Code 9-340E exemptions from disclosure AC = After close of the periodic review. Note: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.

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SG-18-524	AGENCY OVERSIGHT – LICENSING EXAMINATION AND ADMINISTRATION RECORDS: Series documents the administration of license examinations whether given in-house or through an approved service. [Ex: Adult Basic Education and Technical Professional exams. Records may include but are not limited to correspondence with applicants.] When developed in-house: Exam materials (master copy of exams with answers); blank examination booklets; exam and question development records; sample exams with answers. Records of applicants for license: [Ex: results of the examination including a roster listing name, ID number, and examination score. Records may include statistical data and analysis of exam scores and statistics on the administration of the exam in other states.		PM	A	X	RA – may be restricted due to personal information. See also, Idaho Code 9-340E exemptions from disclosure. A variety of federal regulations apply, depending on the subject area and type of the license. Current federal code allows the SBoE to designate the office(s) of record for licensure documentation.
SG-18-525	AGENCY PERFORMANCE MEASURES DOCUMENTATION : EX: Documents supporting effectiveness of appropriations requests or strategic plan		FE + 3		X	CAUTION: The FE+3 retention period overrides any shorter retention period for materials from other records series if those records are needed for documentation of agency performance measures.
SG-18-526	AGENCY STAFFING REPORTS: (Any reports regarding staffing statistics)		PM	A	X	

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-527	AGENCY WRITTEN HISTORIES: Scrapbooks, photographs, articles, program notes and documentation of events sponsored or funded by an agency. Includes: Narrative audio or audio-visual agency histories. This series documents an agency or unit's informative sessions, short-courses, workshops, training programs, excursions, and celebratory events for members of the institution and the communities it serves. May include but is not limited to: materials on planning and arrangements; presentation materials and handouts; reports; photographs; promotional and publicity materials; press releases and news clippings; schedules of speakers and activities; registration and attendance lists; participant evaluations; and related documentation and correspondence.		PM	A	X	Note: Some materials may warrant long-term retention. These materials should be reviewed for archival materials. Also appropriate for higher education schedule.
SG-18-528	ANNUAL REPORTS: Series provides a record of the primary functional activities and accomplishments of the agency for the previous year. Reports may include narratives, statistics; graphs; diagrams; member lists; descriptions of programs; events and exhibits; and annual financial statements.		PM	A	X	
SG-18-529	APPEAL AND REVIEW RECORDS: Series documents reviews of decisions made by boards or commissions, including appeals to the board or commission concerning decisions made by state agencies, local governments, or special districts. Records may include but are not limited to narrative history or description of appeal; minutes and testimony; exhibits; reports and findings of fact; final orders, opinions, conclusions, or decisions; audio recordings; hearing schedules and lists of participants; and related correspondence and documentation.		PM	A	X	

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SG-18-530	AUDIOVISUAL RECORDS: Series includes informative and educational materials produced by agency prepared for distribution, also for broadcast via television/cable/radio/web-based media for education, in-house training, presentations, public service announcements, etc. Format may include video, film, still and digital photography, audio tape, "b-roll" and related electronic media.		PM	A	X	
SG-18-531	BIOGRAPHICAL INFORMATION: (Vitas) For all levels and positions if biographical files are created		PM	A	X	RA - May contain information restricted per Idaho Code 9-340E exemptions from disclosure.
SG-18-532	BOARD AND COMMISSION Records - MEMBER RECORDS: Series documents board activities and serves as a reference source for board and commission members. Records may include but are not limited to correspondence, plans, statements of goals and objectives, minutes, committee reports, budgets, financial statements, reports, and other reference material. Records are often compiled in a notebook for each member.		AC + 3	R		AC = After final term expires. Note: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
SG-18-533	BOARD AND COMMISSION RECORDS – APPOINTED or ELECTED PERSONNEL RECORDS: Series documents personnel actions related to appointment or election of members and subsequent human resource records. For appointive offices: records may include appointment letters from the governor or agency director, and Senate confirmation, if required. For elective offices: election records may be included. Series may include, but is not limited to: resumes; applications; personnel actions; interest forms for executive appointments; job descriptions; employee data sheets; and related correspondence and documentation.		PM	A	X	

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SG-18-534	BOARD AND COMMISSION RECORDS - FORMATION AND ORGANIZATIONAL: Series documents the formation and organization of the board or commission. Records may include but are not limited to bylaws; position and policy statements; mission and goal statements; rules and regulations; work plans; and related documentation.		PM	A	X	
SG-18-535	BOARD AND COMMISSION RECORDS -MEETING MINUTES: Series documents the official proceedings of the board or commission meetings. Records may include agendas; minutes; meeting notices; items for board action; contested case hearings schedules; committee reports; exhibits; and related correspondence and documentation. Records may also include audio recordings of meetings used to prepare summaries.		PM	A	X	
SG-18-536	COLLECTION MANAGEMENT – FINDING AIDS, MATERIALS CATALOGS: Lists providing patrons with access to library, archives, or museum holdings by subject, title, description, author and/or donor. For Libraries: includes author's name, title of book or other media, call number, bibliographic description, and related information. For Museums and related collections: includes physical description, source and provenance.		US	R	X	US = Retain by agency until superseded, obsolete, or no longer needed and then destroy.
SG-18-537	COLLECTION MANAGEMENT – CIRCULATION RECORDS, MATERIALS: Records, regardless of format, documenting the circulation of materials such as books, magazines, record albums, audio and video tapes, and computer software. May include patron identification, date circulated and date due.		AC		X	AC = Retain by agency until transaction is completed and then destroy.

Final Review State Board of Education Final Review Agency-Specific - Record Retention Schedules (Rev. 0) January 2002						
Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-538	COLLECTION MANAGEMENT – CIRCULATION RECORDS, PATRON: Series includes patron-specific information maintained to support patron use of collections.		US		X	RA - Access restricted to maintain patrons' privacy rights per Idaho Code 9-340E exemptions from disclosure US = Record is purged when transaction completed.
SG-18-539	COLLECTION MANAGEMENT – LOAN RECORDS: Series documents the processing and documentation of incoming objects loaned from outside sources and/or objects being loaned out from the permanent collection. Records may include loan requests and agreements, insurance coverage agreements, descriptions of objects received or loaned out, inspection and condition reports, acknowledgments and receipts, lender lists, inventory lists, packing and shipping records, facilities reports, damage reports, and insurance reports. Records may also include U.S. and foreign customs forms.		AC + 3		X	RA - Access may be restricted to maintain security of collections per Idaho Code 9-340E exemptions from disclosure AC = Return of Item/Object.
SG-18-540	COLLECTION MANAGEMENT – INTER-LIBRARY LOAN RECORDS, MATERIAL TRACKING: Records documenting materials borrowed and loaned by the library through an inter-library loan program in response to patron and other library requests. May include requests, notices, tracking logs, and other records.		3			RA - Access restricted to maintain patrons' privacy rights per Idaho Code 9-340E exemptions from disclosure
SG-18-541	COLLECTION MANAGEMENT – ACCESSION RECORDS: Information related to library, archives, or museum acquisitions. Book accessions usually includes author, title, publisher, jobber, year purchased, purchase price, and other bibliographic and accession data. Non-book media accessions may document provenance and related details, such as condition.		PM	A	X	RA - Access restricted per Idaho Code 9-340E exemptions from disclosure, examples: a. to maintain privacy of donors; b. due to security needs of collections, i.e., archaeological and cultural resources) Some federal regulations may also apply

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SG-18-542	COLLECTION MANAGEMENT - BINDERY LISTS: List of books, periodicals, newspapers, etc. sent to book binder for binding.		AC + 1			AC = after binding is complete
SG-18-543	COLLECTION MANAGEMENT - EXHIBIT RECORDS: Series documents the planning, development, installation and maintenance of temporary and permanent on-site and off-site exhibitions, research of materials and objects, and publication of exhibits. Records may include exhibit contracts, copyright releases, design and installation records, permanent and temporary exhibit inventory listings, exhibit catalogs, photographs and slides, exhibit scheduling records, brochures, and correspondence.		PM	A	X	RA - Access restricted per Idaho Code 9-340E exemptions from disclosure, examples: a. to maintain privacy of donors; b. due to security needs of collections, i.e., archaeological and cultural resources) Some federal regulations may also apply
SG-18-544	COLLECTION MANAGEMENT - LENDING REQUESTS OR INTER-LIBRARY LOAN RECORDS: (patron-specific information)		US		X	RA - Access restricted to maintain patrons' privacy rights per Idaho Code 9-340E exemptions from disclosure US=record is purged when transaction completed.
SG-18-545	COLLECTION MANAGEMENT - LOANS AND COLLECTIONS INSURANCE RECORDS: Series documents insurance coverage as part of risk management for museum collections and loan objects. Records may include insurance policies, riders, certificates of insurance, correspondence, damage and loss claims, and reports.		AV		X	RA – Access may be restricted in the interest of security
SG-18-546	COLLECTION MANAGEMENT - MASTER SHELF LISTS/INVENTORIES: Inventories of all holdings, including volumes and titles added or withdrawn from the collection. Usually arranged by shelf, showing title, author or office, accession number, publisher, date acquired, cost, and number of copies. Used as an inventory control.		AV		X	

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-547	COLLECTION MANAGEMENT - OVERDUE BOOK RECORDS: Records used to monitor status of overdue books and other media. Also used to notify patrons to return overdue library materials. Often includes notices and lists. Lists may document long-overdue materials and can be useful in collection action.		AC			RA - Access restricted to maintain patrons' privacy rights per Idaho Code 9-340E exemptions from disclosure
SG-18-548	COLLECTION MANAGEMENT – PATRON'S BORROWER REGISTRATION RECORDS: Records used to grant citizens library cards and privileges as well as to control circulation of library holdings. Individual borrower registration information may include name, address, telephone number, date of birth, signature, expiration date, identification number, and related data.		US		X	RA-Access restricted to maintain patrons' privacy rights per Idaho Code 9-340E exemptions from disclosure US = Retain by agency until superseded, obsolete, or no longer needed and then destroy.
SG-18-549	COLLECTION MANAGEMENT – PATRON'S BORROWING/LOANING RECORDS: Records concerning the borrowing and loaning of archives, library, or museum materials		US		X	RA-Access restricted to maintain patrons' privacy rights per Idaho Code 9-340E exemptions from disclosure US = Retain by agency until superseded, obsolete, or no longer needed and then destroy.
SG-18-550	COLLECTION MANAGEMENT - PATRON'S REGISTRATION FOR USE OF SPECIAL LIBRARY OR COLLECTION MATERIALS: Records concerning the use of rare, valuable or other restricted library materials. Records may show patron name, patron address, patron signature, etc		AC + 3			RA - Access restricted to maintain patrons' privacy rights per Idaho Code 9-340E exemptions from disclosure AC= Last date of contact

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SG-18-551	COLLECTION MANAGEMENT - PERMANENT COLLECTION RECORDS: Series documents the management of objects and materials in permanent collections. Series documents the accession, use, care, maintenance, storage and disposition of collections; also provides a record of de-accession of objects no longer in the collection. Records may include policies and procedures for acquisition and de-accession, records of appraisal and authenticity, catalogs and lists of accession and/or de-accession, regardless of format (paper/fiche/electronic), deeds of gift, donor records, inventory and location records, condition/conservation records, photographs of objects, collections use records, and library shelf lists and finding aids.		PM	A	X	RA - Access restricted per Idaho Code 9-340E exemptions from disclosure, examples: a.) maintain privacy rights of donors; b.) due to security needs of collections (ex: data on archaeological and cultural resources) Some federal regulations may also apply
SG-18-552	COLLECTION MANAGEMENT - SELECTION RECORDS: Records documenting the selection of books and other library materials (monographs, periodicals, films, etc.)		AV			
SG-18-553	COMPUTER SERVICES - DATA PROCESSING POLICIES AND PROCEDURES: (Manuals/Guidelines establishing data processing procedures: i.e. system back-ups		PM	A	X	CAUTION: Does not include technical documentation of processors necessary for reading or processing of electronic records.
SG-18-554	COMPUTER SYSTEMS - AUDIT TRAIL RECORDS: (Files used for electronic data audits: i.e. on-line updates and security logs, etc.)		PM	A	X	All audit requirements have been met.
SG-18-555	COMPUTER SYSTEMS - BACKUPS (Master Files): (If original computer files lost, these files must meet the retention for their content's specific category.)		US or 1 year		X	CAUTION: Records stored in this format can be subpoenaed during litigation.
SG-18-556	COMPUTER SYSTEMS - BACKUPS: Backups on tape, disk, cd, dvd, etc. retained until superceded.		Overwrite or destroy			CAUTION: Records stored in this format can be subpoenaed during litigation

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-557	COMPUTER SYSTEMS - BATCH DATA ENTRY CONTROL RECORDS: (Logs used to reconcile batches submitted for processing).		AV			
SG-18-558	COMPUTER SYSTEMS - DATA WAREHOUSES, DEVELOPMENT DOCUMENTATION: (System Development for initial setup and all subsequent changes)		PM	A	X	
SG-18-559	COMPUTER SYSTEMS - DATA WAREHOUSES, EQUIPMENT/SYSTEM DOCUMENTATION: (Source Material)		LA			LA = life of data warehouse
SG-18-560	COMPUTER SYSTEMS - FINDING AIDS, INDEXES, & TRACKING SYSTEMS: (Automated indexes, etc. that provide access to hard copy and electric records)		PM	A	X	Retention based on Idaho Code 28-50-112 Electronic Records Retention
SG-18-561	COMPUTER SYSTEMS - HARDWARE DOCUMENTATION: (Operational & maintenance requirements of computer hardware, such as operating manuals, hardware configurations, control systems)		PM	A	X	RA – Access may be restricted as part of facility security plans. Series may relate to property management schedules
SG-18-562	COMPUTER SYSTEMS - JOB SCHEDULES AND REPORTS: (Schedules showing computer jobs to be run)		3			
SG-18-563	COMPUTER SYSTEMS - MASTER FILES: (Relatively long-lived computer files containing sets of complete & accurate electronic records)		AC		X	AC = Completion of 3rd update cycle.
SG-18-564	COMPUTER SYSTEMS - OUTPUT RECORDS FOR COMPUTER PRODUCTION: (Reports showing output of transactions)		AV		X	
SG-18-565	COMPUTER SYSTEMS - PROCESSING FILES: (Machine readable files used to create, update, etc. master files)		AC		X	AC = Completion of 3rd update cycle.

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-566	COMPUTER SYSTEMS - QUALITY ASSURANCE RECORDS: (Quality Assurance Records pertaining to Software and Hardware performance)		PM	A	X	
SG-18-567	COMPUTER SYSTEMS - SYSTEM ACTIVITY REPORTS: (Internal listing of all incoming/ outgoing agency telephone activity)		2			
SG-18-568	COMPUTER SYSTEMS - SYSTEM MONITORING RECORDS: (Files that monitor computer systems, i.e. tape activity logs etc.)		PM	A	X	
SG-18-569	COMPUTER SYSTEMS - TECHNICAL DOCUMENTATION: (Records adequate to specify all technical characteristics necessary for reading or processing of electronic records)		AC		X	AC = Until electronic records are transferred to new software environment.
SG-18-570	COPYRIGHT AND REPRODUCTION RECORDS – AGENCY-OWNED MATERIALS: Series records the activities, policies and procedures related to copyright ownership and reproduction of agency-owned objects and publications. Series documents agreements with other parties for private or commercial use, reproduction, publication and sale of written materials and photographs of agency-owned objects and publications. Records may include reproduction, resale and publication policies and procedures, contracts and agreements, use restriction forms, photographic release forms and service request forms, requests for reproduction or publication permission for photographs or documents, fee schedules, correspondence.		PM	A	X	RA - May contain proprietary information also, may contain attorney-client privileged info

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-571	COPYRIGHT AND REPRODUCTION RECORDS – EXTERNALLY-OWNED MATERIALS: Series records agency activities, policies and procedures related to copyright ownership and reproduction of externally-owned materials, and of the agency's use of these items. Includes: agreements with other parties for use, reproduction, publication and sale of written materials and photographs of externally-owned objects and publications. Records may include reproduction, resale and publication policies and procedures, contracts and agreements, use restriction forms, photograph release forms, photographic service request forms, requests for permission to reproduce or publish photographs or documents, fee schedules, correspondence, and work orders for purchase of printed materials.		PM	A	X	RA - May contain proprietary information
SG-18-572	EQUIPMENT - CALIBRATION: Calibration records for equipment or instruments		US			
SG-18-573	EQUIPMENT - DESCRIPTIONS AND SPECIFICATIONS: Set by the agency		AC+3			
SG-18-574	EQUIPMENT - HISTORY FILE: Equipment Service Agreements, includes maintenance agreements, installation and repair logs, etc.	Office of Origin & Facility Operations	LA+3			
SG-18-575	EQUIPMENT - MANUALS: Instruction and operating manuals	Office of Origin	LA			LA = Life of Asset
SG-18-576	EQUIPMENT - WARRANTIES:		AC+1			AC = After disposal of equipment
SG-18-577	FACILITY OPERATIONS - APPRAISALS: Building or Property		3		X	

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-578	FACILITY OPERATIONS – BUILDINGS PLANS AND SPECIFICATIONS: Includes architectural and engineering drawings, etc.		PM; For Leased structures retain AC+2.	A	X	RA - Access may be limited as part of facility security plan State owned buildings are classified LA (Life of Asset) and must be reviewed by the University Archivist for historical value before disposal.
SG-18-579	FACILITY OPERATIONS - BUILDINGS SPACE REQUESTS:		1			
SG-18-580	FACILITY OPERATIONS – BUILDINGS, AS-BUILT PLANS:		LA	A	X	State owned buildings are classified LA (Life of Asset) and must be reviewed by the State Archivist for historical value before disposal.
SG-18-581	FACILITY OPERATIONS – BUILDINGS, CONSTRUCTION CONTRACT AND INSPECTION RECORDS: Building construction contracts, surety bonds, and inspection records.		LA	A	X	State owned buildings are classified LA (Life of Asset) and must be reviewed by the State Archivist for historical value before disposal.
SG-18-582	FACILITY OPERATIONS – BUILDINGS, CONSTRUCTION PROJECT FILES: Planning, design, construction records & all bids, etc.		LA	A	X	State owned buildings are classified LA (Life of Asset) and must be reviewed by the State Archivist for historical value before disposal.
SG-18-583	FACILITY OPERATIONS - DAMAGE REPORTS: Reports of damage to state property		FE+3			
SG-18-584	FACILITY OPERATIONS - LOST AND STOLEN PROPERTY REPORTS:		FE+3			RA - Access may be restricted where legal proceedings are involved.
SG-18-585	FACILITY OPERATIONS - MAINTENANCE WORK ORDERS: Housing, Buildings and Grounds		AC + 3			
SG-18-586	FACILITY OPERATIONS - PARKING PERMITS OR ASSIGNMENTS: For staff or volunteers		1			RA - Access may be limited as part of facility security plan

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SG-18-587	FACILITY OPERATIONS - PROPERTY DISPOSAL RECORDS: Documenting disposal of inventoried property.		PM	A	X	
SG-18-588	FACILITY OPERATIONS - PROPERTY MANAGEMENT SEQUENTIAL NUMBER LOGS: Property logs		US+3			
SG-18-589	FACILITY OPERATIONS - RESERVATION LOGS: Reservation logs, etc. for the use of meeting rooms, auditoriums, etc.		1			RA - Access may be limited as part of facility security plan
SG-18-590	FACILITY OPERATIONS - SECURITY ACCESS RECORDS: Documents the issuance of keys, identification cards, passes, passwords, etc.		AC + 2		X	RA - Access may be limited as part of facility security plan AC = Until superseded, date of expiration, or date of termination, whichever is sooner.
SG-18-591	FACILITY OPERATIONS - SERVICE ORDERS: Agency copy of forms completed by mechanical service personnel for installation or repair.		1			
SG-18-592	FACILITY OPERATIONS - SPACE UTILIZATION REPORTS		1			
SG-18-593	FACILITY OPERATIONS - SURPLUS PROPERTY SALE REPORTS		PM	A	X	
SG-18-594	FACILITY OPERATIONS - UTILITY USAGE REPORTS		1			
SG-18-595	FACILITY OPERATIONS - VEHICLE OPERATION LOGS		1			
SG-18-596	FACILITY OPERATIONS - WATER TESTS/TREATMENT		PM	A	X	
SG-18-597	FACILITY OPERATIONS - YEAR-TO-DATE INVENTORY ACTIVITY LISTING: Documents changes within inventory system. Includes agency and division name, tag #, etc.		FE + 3			

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-598	FISCAL - ACCOUNTS PAYABLE INFORMATION		FE+3			
SG-18-599	FISCAL - ACCOUNTS PAYABLE LEDGERS		FE+3			
SG-18-600	FISCAL - ACCOUNTS RECEIVABLE LEDGERS		FE+3			
SG-18-601	FISCAL - ANNUAL FINANCIAL REPORTS		PM	A	X	
SG-18-602	FISCAL - ANNUAL OPERATING BUDGETS: (Division/Departmental)		FE+3			
SG-18-603	FISCAL - APPROPRIATION REQUESTS: Includes any supporting documentation in the appropriation request		FE+3			
SG-18-604	FISCAL - AUDIT REPORTS: <i>Final</i> Audits and Reviews performed by or examining the Agency. Publication or release of final audit findings.		PM	A	X	Becomes final record at time of publication or release of final audit findings. The record copy of any audit performed by the State Auditor's Office is retained permanently by that agency.
SG-18-605	FISCAL - BALANCING RECORDS: Reconciliation		FE+3			
SG-18-606	FISCAL – BANK STATEMENTS:		FE+3			
SG-18-607	FISCAL - BILLING DETAIL – TELECOMMUNICATIONS: Includes all detailed listings of long distance calls. [Long Distance Reports are records of the Provider.]		FE+3			
SG-18-608	FISCAL - CANCELLED CHECKS: Stubs/ Warrants/Drafts		FE+3			
SG-18-609	FISCAL - CAPITAL ASSET RECORDS:		LA+3			
SG-18-610	FISCAL - CASH COUNTS: Cash bank/"till" reconciliation		FE+3			

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Series #	Series Title (Additional Description)	Office of Record	Retention Period & Transfer Instructions (by year)	Archival (A) or (R)	Vital (X)	Guidance
SG-18-611	FISCAL - CASH DEPOSIT VOUCHERS: Cash deposit slips		FE+3			
SG-18-612	FISCAL – CASH RECEIPTS LOG, DAILY:		FE+3			
SG-18-613	FISCAL - CASH RECEIPTS: Includes receipts for fees - permits, licenses, renewals, etc.		FE+3			
SG-18-614	FISCAL - CHARGE SCHEDULES/PRICE LISTS: Schedules of prices charged by agency for services and facility use and documents used to determine the price.)		US+3			
SG-18-615	FISCAL - COMPTROLLER STATEMENTS:		FE+3			
SG-18-616	FISCAL - DEEDS AND EASEMENTS: Proof of ownership and right-of-way on property		PM	A	X	
SG-18-617	FISCAL – DETAIL CHART OF ACCOUNTS: One for all accounts in use for a fiscal year.		FE+3			
SG-18-618	FISCAL - DEVELOPMENT PROGRAM (FUND-RAISING) RECORDS: Development programs raise funds and other resources for support of the agency, organization, and its programs through cultivation of individual, corporate, government and foundation support and special events. These programs also develop, submit and report on grants. Series records the administration of these programs. Records may include: publicity and promotion records, reports, budgets, grant records, fund raising event and project records, records of gifts-in-kind [Ex: volunteer hours, not physical property] and gift income records, mailing lists, bulk mailing records, and correspondence.		PM	R	X	Note: Some materials may warrant long-term retention. These materials should be reviewed for archival materials.
SG-18-619	FISCAL - DISPUTED CALL DOCUMENTATION: Relating to disputed long distance calls and evidence of employee repayment where applicable.		FE+3			

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SG-18-620	FISCAL - ENCUMBRANCE DETAIL:		FE+3			
SG-18-621	FISCAL - ENCUMBRANCE VOUCHERS: Orders, statements, change orders, etc.		FE+3			
SG-18-622	FISCAL - EXPENDITURE JOURNAL OR REGISTER:		FE+3			
SG-18-623	FISCAL - EXPENDITURE VOUCHERS: Travel, payroll, etc.		FE+3			
SG-18-624	FISCAL - EXTERNAL REPORTS: Special purpose - i.e. federal financial reports, salary reports, etc.		FE+3			
SG-18-625	FISCAL - FEDERAL TAX RECORDS: Includes FICA records (AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.)		AC+ 4		X	RA - Access should be limited due to personal information. Retention: 26 CFR § 31.6001-1(e)(2). AC = Tax due date, date the claim is filed, or date tax is paid whichever is later.
SG-18-626	FISCAL - FREIGHT BILLS PAID:		FE+3			
SG-18-627	FISCAL - FREIGHT CLAIMS: AC = Resolution of claim.		AC+3			AC = Resolution of claim.
SG-18-628	FISCAL - GENERAL AND SUBSIDIARY LEDGERS:		FE+3			
SG-18-629	FISCAL - GENERAL JOURNAL VOUCHERS:		FE+3			
SG-18-630	FISCAL - GIFT INCOME RECORDS: Series documents volunteer hours donated and related cash-valued donations, not gifts of artifacts, books, or real property.		FE+3			
SG-18-631	FISCAL - GRANT APPLICATIONS AND PROPOSALS:		FE+3			

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SG-18-632	FISCAL - GRANTS – FEDERAL:		AC+3	R	X	AC = Satisfaction of all Uniform Admin. Requirements for Grants and Cooperative Agreements (the Common Rule). CAUTION: Retention requirements may vary depending on the specific federal funding agency.
SG-18-633	FISCAL - GRANTS – STATE: Information on file, including travel, correspondence, etc.		AC+3	R	X	AC = end of grant
SG-18-634	FISCAL - INSURANCE CLAIM FILES:		AC+3		X	AC = Resolution of claim.
SG-18-635	FISCAL - INSURANCE POLICIES: For all types.		AC+ 5		X	AC = Expiration or termination of the policy according to its terms.
SG-18-636	FISCAL - INTERNAL FISCAL MANAGEMENT REPORTS: Includes agency monthly budget reports		FE+3			
SG-18-637	FISCAL - INVENTORY DETAIL REPORT: Updates agency portion of the inventory listing and adds, changes etc., items from inventory		FE+3			
SG-18-638	FISCAL - INVESTMENT TRANSACTION FILES:		FE+3			
SG-18-639	FISCAL - LONG-TERM LIABILITY RECORDS: Bonds, etc.		AC+ 4	A	X	AC = Retirement of debt.
SG-18-640	FISCAL - POSTAGE RECORDS: Records & reports of postage expense, including postal meter usage.		FE+ 3			
SG-18-641	FISCAL - RECEIPTS JOURNAL OR REGISTER:		FE+ 3			
SG-18-642	FISCAL - RECONCILIATIONS:		FE+ 3			
SG-18-643	FISCAL - REIMBURSABLE ACTIVITIES: Requests & approval for reimbursed expenses for travel, training, etc.		FE+ 3			

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SG-18-644	FISCAL - RETURNED CHECKS: Uncollectable warrants or Drafts		AC + 3			AC = After deemed uncollectable.
SG-18-645	FISCAL - SIGNATURE AUTHORIZATIONS: Records authorizing an employee to initiate financial transactions for the agency. Also, spending authority limits.		US + FE + 3			RA - Access may be limited to protect financial systems
SG-18-646	FISCAL - SPECIAL CHECKS: checks generated outside of normal processes		5			
SG-18-647	FISCAL - TRANSMITTAL OF FUNDS: Cost Center Transfers		FE + 3			
SG-18-648	FISCAL - WORKSHEETS: Worksheets for preparing Fiscal Reports		FE + 3			
SG-18-649	FRIENDS OF THE AGENCY RECORDS: These are non-profit citizens groups created to promote public support for the archives, library, museum, or other agency activities. (Non-fee paying membership.) Series includes agency copy of records documenting the activities of these groups. Activities include programs, costs, acquisitions, special events, policies, procedures, citizen participation, and others. Records may include minutes, agendas, exhibits, bylaws, non-profit statements, membership lists, budget and financial statements, and related materials. It is recommended that materials from this series be reviewed periodically to establish continued value.	Non-profit group's offices	AV			
SG-18-650	GEOGRAPHICAL INFORMATION SYSTEMS (GIS): Documentation of sources of information.		PM	A	X	Retention based on Idaho Code 28-50-112 Electronic Records Retention

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SG-18-651	LEGAL - LITIGATION FILES: (Records created by or for an agency regarding a lawsuit)		PM	A	X	RA -May contain attorney-client privileged info File closes at end of the lawsuit through decision not to file, decision of the court, end of appeal, etc. Note: Cases which set legal precedent or exhibit historical value should be evaluated by State Archives.
SG-18-652	LEGAL - OPEN RECORDS REQUESTS – APPROVED: (All documentation relating to request for records - furnished to the public)		PM	A	X	
SG-18-653	LEGAL - OPEN RECORDS REQUESTS – DENIED: (All documentation relating to denied requests under Idaho Public Records Law).		PM	A	X	
SG-18-654	LEGAL - OPINIONS AND ADVICE: (From agency legal counsel or the Attorney General)		PM	A	X	RA -May contain attorney-client privileged info CAUTION: Does not include legal opinions or advice rendered on a matter in litigation or with regard to pending litigation.

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SG-18-655	LICENSING RECORDS - COMPLAINT AND DISCIPLINARY RECORDS, INDIVIDUAL: Series documents complaints brought before agency and divisional offices responsible for licensing or certification of teachers and other professions against individuals [alleging professional practice violations] and documentation of any resulting disciplinary actions. Complaints may include: violations of laws, rules, or ethical standards; negligence; practicing outside scope of activities to which licensed; breach of confidentiality; and incompetence. Records may include: investigation records; complaint forms; narrative description of complaint; complaint log; complaint disposition; hearings and appeals records; audio tapes; disciplinary actions such as suspension or revocation; and related correspondence and documentation.		AC + 7, then destroy	R	X	RA – Access may be restricted due to personal information or legally privileged information. AC = After case is closed. Note: Cases which set legal precedent or exhibit historical value should be evaluated by State Archives.
SG-18-656	LICENSING RECORDS – INDIVIDUAL, APPLICATIONS, PROCESSING: Series documents the process of licensing individuals who have met the professional standards of the licensing board. The licensing process may include application, evaluation, testing, training, licensing, and certification.		AC + 3			
SG-18-657	LICENSING RECORDS - LICENSE APPLICATION (INCOMPLETE): Series documents the application process for applicants that initiated, but never completed, licensing processes. Series may include: incomplete, pending, inactive, or denied status applications.		AC + 3			RA = Access may be restricted due to personal information

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SG-18-658	MEMBER RECORDS: Series documents administration of the agency's membership program and the status of its membership (fee paid). Records may include publicity and promotion records, individual member records, membership rosters, reports, membership drive records, mailing lists, address changes, bulk mailing records, and correspondence.		AC + 3		X	RA = Access may be restricted due to personal information
SG-18-659	NEWS OR PRESS RELEASES: News or press releases issued by agency, division, commission or board.		PM	A	X	
SG-18-660	PERSONNEL - ACCUMULATED LEAVE ADJUSTMENT REQUEST: (Used to create and adjust employee leave balances)		FE+3			
SG-18-661	PERSONNEL - AFFIRMATIVE ACTION PLAN: Affirmative Action Plans for regular employees and apprenticeship programs.		5			Retention based on:29 CFR 30.8(e) for apprenticeship plans.
SG-18-662	PERSONNEL - AMERICANS WITH DISABILITIES ACT (ADA): (Documenting compliance with the ADA Act)		3			Retention based on:28 CFR 35.105(c).
SG-18-663	PERSONNEL - APPLICATIONS FOR EMPLOYMENT – HIRED: (Applications, etc. required by employment advertisement)		AC+5			RA Access may be restricted due to personal information AC = Termination of employment.
SG-18-664	PERSONNEL - APPLICATIONS FOR EMPLOYMENT – NOT HIRED (Applications, resumes, etc. required by employment advertisement) (AC = Date position is filled)		AC+2			RA Access may be restricted due to personal information Retention based on:29 CFR 1602.31(a) [State Agencies].
SG-18-665	PERSONNEL - APPRENTICESHIP RECORDS: (Application and work records of selected and rejected apprentices)		5			RA Access may be restricted due to personal information Retention based on:29 CFR 30.8(e)

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SG-18-666	PERSONNEL - APTITUDE AND SKILLS TEST – TEST PAPER: (Aptitude test papers required for job or promotion)		2			RA Access may be restricted due to personal information Retention based on: 29 CFR 1602.31 [State Agencies].
SG-18-667	PERSONNEL - APTITUDE AND SKILLS TEST – VALIDATION RECORDS: (Records of the validation of aptitude and skills tests)		LA+2			RA Access may be restricted due to personal information Retention based on: 29 CFR 1602.31 [State Agencies]. LA = As long as the test is used by an agency.
SG-18-668	PERSONNEL - BENEFIT PLANS: (Employee benefit plans: i.e. pension, life, health etc.)		US+1			RA Access may be restricted due to personal information Retention based on: 29 CFR § 1627.3(b)(2).
SG-18-669	PERSONNEL - COMPLAINT RECORDS: (Complaints received and records documenting their resolution).		FE+3			RA – Access may be restricted due to personal information or legally privileged information. CAUTION: If a complaint becomes the subject of litigation, it is subject to a longer retention period
SG-18-670	PERSONNEL - CORRECTIVE ACTION DOCUMENTATION: (Corrective actions are those actions which do not affect pay, status, or tenure and are imposed to correct or improve job performance).		AC + 3			RA – Access may be restricted due to personal information or legally privileged information. AC = Termination of corrective action. CAUTION: if, during the retention period these records, they are used to support personnel disciplinary action, the records should be retained according to Personnel Disciplinary Action series.

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SG-18-671	PERSONNEL - DISCIPLINARY ACTION DOCUMENTATION: (Disciplinary actions are those actions that affect pay or status. They include demotion, dismissal, etc.). AC = Termination of employment		AC + 3		X	RA – Access may be restricted due to personal information or legally privileged information. AC = Termination of employment CAUTION: agencies should observe this retention in all offices related to the action
SG-18-672	PERSONNEL - EMPLOYEE AFFIDAVITS: (Employee Affidavits for insurance, personnel, or other uses the Administration has sought their statements).		AC+3			RA – Access may be restricted due to personal information. AC = Termination of employment
SG-18-673	PERSONNEL - EMPLOYEE BENEFITS: (Documents relating to selection of benefits other than insurance)		US		X	RA – Access may be restricted due to personal information. CAUTION: Documents that serve as payroll deduction authorizations must be maintained for the retention period prescribed for them.
SG-18-674	PERSONNEL - EMPLOYEE COUNSELING RECORDS: (Notes, etc. relating to job-specific counseling)		AC+3			RA Access may be restricted due to personal information AC = Termination of counseling.
SG-18-675	PERSONNEL - EMPLOYEE DEDUCTION AUTHORIZATIONS: (Documents relating to all deductions of Pay).		AC+3		X	AC = After termination of employee or after amendment, expiration, or termination of authorization, whichever sooner.
SG-18-676	PERSONNEL - EMPLOYEE EARNINGS RECORDS:		4		X	
SG-18-677	PERSONNEL - EMPLOYEE INSURANCE RECORDS: (Agency copy of selection records by employees of insurance offered by the state).		US			RA - Access may be restricted due to personal information CAUTION: Documents which serve as payroll deduction authorizations must be maintained for the retention period prescribed for them.

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SG-18-678	PERSONNEL - EMPLOYEE RECOGNITION RECORDS: (Awards, incentives, etc.)		AC+3	R		AC = Termination of employment Review by the State Archivist for historical value before disposal.
SG-18-679	PERSONNEL - EMPLOYEE SAVINGS BOND LEDGERS:		FE+3		X	RA - Access may be restricted due to personal information
SG-18-680	PERSONNEL - EMPLOYMENT ANNOUNCEMENT:		2			29 CFR 1602.31(a) [State Agencies].
SG-18-681	PERSONNEL - EMPLOYMENT CONTRACTS:		Original dates of hire + 50		X	RA - Access may be restricted due to personal information
SG-18-682	PERSONNEL - EMPLOYMENT ELIGIBILITY: (Documentation or verification of Federal reporting form INS I-9)		AC+ 4		X	RA Access may be restricted due to personal information AC = Termination of employment, with a minimum of 4 years Retention: 8 CFR § 274.a.2(b)(2)(i) (A) and (c)(2).
SG-18-683	PERSONNEL - EMPLOYMENT SELECTION RECORDS: (All records that document the selection process: i.e. polygraph, physicals, interview notes, etc.)		2		X	RA Access may be restricted due to personal information Retention: 29 CFR § 1602.31(a) [State Agencies] CAUTION: Does not include criminal history checks.
SG-18-684	PERSONNEL - EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORT: (Includes documentation to complete EEO reports)		3			Retention based on: 29 CFR §1602.30, §1602.32, §1602.39, §1602.41, §1602.48, and §1602.50.
SG-18-685	PERSONNEL - EQUAL PAY RECORDS: (Reports, etc. used to monitor compliance with federal Equal Pay Act)		2		X	Retention based on: 29 CFR §1620.32(c).

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SG-18-686	PERSONNEL - FORMER EMPLOYEE VERIFICATION RECORDS: (Minimum information includes name, social security number, exact dates of employment, and last known address.)		Original date of hire + 50		X	RA - Access may be restricted due to personal information
SG-18-687	PERSONNEL - GRIEVANCE RECORDS: (Review of employee grievances against policies & working conditions etc. Includes record of actions taken.)		AC+ 6		X	RA - Access may be restricted due to personal information AC = Final decision on the grievance. CAUTION: Does not include formal complaints filed with the Equal Employment Office (EEO) of the U.S. Department of Labor.
SG-18-688	PERSONNEL - HIRING PROCESS – CRIMINAL HISTORY CHECKS: (Criminal history record information on job applications or from DPS)		AC + 1			RA - Access may be restricted due to personal information AC=After hiring decision made CAUTION: Some agencies authorized to obtain criminal history records from ISP are required to destroy after used for the immediate purpose obtained.
SG-18-689	PERSONNEL - HUMAN RESOURCES INFORMATION SYSTEM (HRIS) REPORT: (HRIS Reports and supporting documentation)		AC+3		X	
SG-18-690	PERSONNEL - INSTITUTIONAL EMPLOYMENT REPORT:		PM	A	X	
SG-18-691	PERSONNEL - JOB PROCEDURE RECORD: (Any document detailing duties of positions on position-by-position basis)		US+3			
SG-18-692	PERSONNEL - LABOR STATISTICS REPORT: (Reports providing statistical information on labor force)		3			
SG-18-693	PERSONNEL - LEAVE STATUS REPORT: (Cumulative report for each pay cycle showing leave status)		FE+3		X	

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SG-18-694	PERSONNEL - LIABILITY RELEASE FORM: (Statements of employees, patrons, etc. who have released the agency from liability)		PM	A	X	
SG-18-695	PERSONNEL - LICENSE AND DRIVING RECORD CHECK:		US			RA - Access may be restricted due to personal information
SG-18-696	PERSONNEL - MAIL – FORWARDING ADDRESS:		1			RA - Access may be restricted due to personal information
SG-18-697	PERSONNEL - OVERTIME AUTHORIZATION:		2			
SG-18-698	PERSONNEL - OVERTIME SCHEDULE:		2			
SG-18-699	PERSONNEL - PAYROLL – DIRECT DEPOSIT APPLICATION/AUTHORIZATION:		US		X	RA - Access may be restricted due to personal information
SG-18-700	PERSONNEL - PAYROLL- INCOME ADJUSTMENT AUTHORIZATION: (Used to adjust gross pay, FICA, retirement or compute taxes)		3		X	RA - Access may be restricted due to personal information retention :29 CFR § 1627.3(a); 29 CFR § 516.6(c).
SG-18-701	PERSONNEL - PERFORMANCE APPRAISAL: (Performance Appraisals of employees.)		2			RA - Access may be restricted due to personal information 29 CFR § 1620.32(c).
SG-18-702	PERSONNEL - PERSI ENROLLMENT FILE:		6 yr. from filing date			RA - Access may be restricted due to personal information
SG-18-703	PERSONNEL - PERSI RECORD OF HOURS WORKED: (Irregular help, half-time or greater)		50 from date of hire			RA - Access may be restricted due to personal information
SG-18-704	PERSONNEL - PERSI TERMINATION RECORD:		6			RA - Access may be restricted due to personal information
SG-18-705	PERSONNEL - PERSONNEL INFORMATION OR ACTION FORM: (PAF forms- Documents to officially change pay, titles, benefits, etc.)		2			RA Access may be restricted due to personal information 29 CFR § 1602.31(a) [State Agencies].

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SG-18-706	PERSONNEL - PHYSICAL EXAMINATION/MEDICAL REPORT: (Examination reports for positions where health & fitness monitoring is required).		US + 3*			RA Access may be restricted due to personal information Some positions require 30 year retention per 29 CFR § 1910-1020(d) CAUTION: Does not include pre- employment physical examinations. New: 4/2001 Standards for Privacy of Individually Identifiable Health Information, 45 CFR Part 160 may apply
SG-18-707	PERSONNEL - POLICY AND PROCEDURES MANUAL: (Any manual, etc. that established standard office procedures)		PM	A	X	Previous revision should be transferred to Archives as new revision is approved.
SG-18-708	PERSONNEL - POSITION/JOB CLASSIFICATION REVIEW FILE: (Relates to review and modification of job classifications within an agency)		US + 3			
SG-18-709	PERSONNEL - POSITION/JOB DESCRIPTION: (Job descriptions, includes all tasks performed and skills required)		US + 3		X	
SG-18-710	PERSONNEL - RESUME – UNSOLICITED: (Applies to agency replies stating resume will be kept in case a job opens)		1			RA - Access may be restricted due to personal information
SG-18-711	PERSONNEL - SHARED LEAVE:		5			RA - Access may be restricted due to personal information Idaho Code 67-5335 (7) effective July 1 st 1998
SG-18-712	PERSONNEL - SICK LEAVE POOL DOCUMENTATION: (Requests submitted, approvals, number of hours transferred in and out, etc.)		FE + 3			

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SG-18-713	PERSONNEL - STATE DEFERRED COMPENSATION RECORD: (State Deferred Compensation Records) Maintain the most current version of the requested amount(s).		AC + 5		X	For instructions in determining closure, etc. Refer also to PEBSCO/Nationwide Retirement Solutions (State contracted administrator) AC = All accounts with vendor(s) for the individual participant have been closed.]
SG-18-714	PERSONNEL - TIME CARD AND TIME SHEET:		3			RA - Access may be restricted due to personal information Note: copies maintained by Office of Origin are not the record
SG-18-715	PERSONNEL - TIME OFF AND/OR SICK LEAVE REQUEST:		FE + 3			RA Access may be restricted due to personal information
SG-18-716	PERSONNEL - TRAINING - HAZARDOUS MATERIALS: (Records of training given employees in an agency hazard communications program)	Personnel Office	PM	A	X	RA - Access may be restricted due to personal information
SG-18-717	PERSONNEL - TRAINING ADMINISTRATION RECORD: (In-house training material dealing with agencies policies and services).		PM	A	X	RA Access may be restricted due to personal information AC = Termination of employment
SG-18-718	PERSONNEL - TRAINING AND DEVELOPMENT EVALUATION FILE: (feedback on training).		3 from date of evaluation			
SG-18-719	PERSONNEL - TRAINING AND EDUCATIONAL ACHIEVEMENT RECORD – INDIVIDUAL: (Records documenting training, testing, or continual education).		AC + 3			RA - Access may be restricted due to personal information AC = Termination of employment CAUTION: Does not include hazardous material training records.
SG-18-720	PERSONNEL - TRAINING MATERIALS: (Materials developed by agency for training entities or individuals it regulates or serves).		US + 1			Contact State Archivist for review before destruction.
SG-18-721	PERSONNEL - UNEMPLOYMENT CLAIM RECORD:		3		X	

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SG-18-722	PERSONNEL - UNEMPLOYMENT COMPENSATION RECORDS		AC + 3			RA - Access may be restricted due to personal information
SG-18-723	PERSONNEL - W-2 FORM: (Employees' Withholding Exemption Certificate W-2)		5 yr. From date of termination			RA Access may be restricted due to personal information 26 CFR § 31.6001-1 (e) (2)
SG-18-724	PERSONNEL - W-4 FORM: (Employees' Withholding Exemption Certificate W-4)		5 yr. From date of termination			RA Access may be restricted due to personal information 26 CFR § 31.6001-1 (e) (2)
SG-18-725	PERSONNEL - WORK SCHEDULES/ASSIGNMENTS: Series documents the administration of the agency's employee work schedules.		1			
SG-18-726	PHOTOGRAPHY, STAFF – IDENTIFICATION PHOTOGRAPH: Electronic or conventional [pre – 1929.]		PM	A	X	Transfer to State Archives or store according to Dept of Admin Storage standards
SG-18-727	PHOTOGRAPHY, STAFF – IDENTIFICATION PHOTOGRAPH: Electronic or conventional (1930 to present.) Overwrite digital photos of staff – retain last permanently.		US – final photo is permanent	A	X	Transfer to State Archives or store according to Dept of Admin Storage standards
SG-18-728	PHOTOGRAPHY: Series includes all forms of photography: negatives, prints, digital, etc., regardless of institutional or agency office creating		PM	A	X	Transfer to State Archives or store according to Dept of Admin Storage standards
SG-18-729	PROCUREMENT – MATERIAL SPECIFICATION:		AC+3			
SG-18-730	PROCUREMENT – ORDER ACKNOWLEDGMENT:		1			
SG-18-731	PROCUREMENT - ESTIMATE FILE: (Supply and repair cost estimates.)		1			
SG-18-732	PROCUREMENT - PACKING SLIP:		1			

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SG-18-733	PROCUREMENT - PERFORMANCE BOND: (Bonds posted by individuals or entities under contract with the agency)	Purchasing	PM	A	X	CAUTION: Does not include construction or architectural surety bonds.
SG-18-734	PROCUREMENT - PURCHASING LOG: (Log, etc. providing a record of purchase orders issued, orders received, etc.)		FE + 3			
SG-18-735	PROCUREMENT - SALES JOURNAL OR REGISTER:		FE + 3			
SG-18-736	PROCUREMENT- BID DOCUMENTATION: Includes bid requisition/authorizations, invitation to bid, bid specifications and evaluations		FE+3			CAUTION: If a formal written contract is the result of a bid, etc. The bid and its supporting documentation must be retained for the same period as the contract.
SG-18-737	PUBLICATIONS - PROMOTIONAL: Publications distributed to the public to advertise services, programs, and activities. May include brochures, newsletters, activities calendars, schedules, special events flyers, and other records.		PM	A	X	
SG-18-738	PUBLICATIONS - RECORD COPY: (minimum - 1 copy of each publication that does not fall under other series #'s) Includes but is not limited to: Reports – annual & periodic, journals, books, catalogs, promotional literature, flyers, calendars and announcements)		PM	A	X	Transfer a minimum of 1 copy of each to State Archives annually, separate requirement from the State Depository Program detailed in the State Printing Guide.
SG-18-739	RECORDS MANAGEMENT - DESTRUCTION APPROVAL SIGN-OFFS: Agency-level documents authorizing destruction of records		PM	A	X	
SG-18-740	RECORDS MANAGEMENT – PLANS and Policies: Records documenting the policies set for agency's records management. Maintain each revision permanently.		PM	A	X	

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SG-18-741	RECORDS MANAGEMENT - RECORDS CONTROL MATERIALS: Series includes indexes, card files, shelf lists etc.		PM	A	X	
SG-18-742	RECORDS MANAGEMENT - RECORDS DISPOSITION LOG: Logs listing records destroyed or transferred.		PM	A	X	
SG-18-743	RECORDS MANAGEMENT - RECORDS INVENTORY WORKSHEETS:		PM	A	X	
SG-18-744	RECORDS MANAGEMENT - RECORDS RETENTION SCHEDULE: (Certification of agency or office records by type - signed original for institution or agency.)		PM	A	X	Original is retained permanently by the State Archives.
SG-18-745	REPORTS AND STUDIES: Series provides a record of findings, assessments, recommendations, research activities, studies, accomplishments, goals, and other activities of the board or commission. These reports or studies are reported to the public; the board's umbrella or oversight agency; other agencies and organizations; the governor or legislature; or the federal government. Series may include project evaluation reports; public surveys; program or plan summaries; progress or performance reports; annual reports; workload studies; photographs; monitoring reports; needs assessment studies; project outlines and schedules; administrative histories; statistics; related correspondence, and documentation.		PM	A	X	
SG-18-746	RESEARCH INQUIRY AND RESPONSE RECORDS: Series provides a record of research requests received and responses made to them by agency staff. Records may include written or electronic inquiries and responses. Information may include name of researcher, subject of inquiry or request, and reply.		AC + 3			RA – Access may be restricted as part of agreement to respond – ex: information given confidentially.

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SG-18-747	SAFETY - DISASTER PREPAREDNESS AND RECOVERY PLANS:		PM	A	X	RA – Access may be restricted as part of agency security plan
SG-18-748	SAFETY - EVACUATION PLANS: Plans for evacuation of agency facilities in cases of emergency. Record copy of each revision should be sent to State Archives.	Ex: Safety Office/Risk Management	PM	A	X	RA – Access may be restricted as part of agency security plan Record copy should be maintained centrally.
SG-18-749	SAFETY - FIRE ORDERS: Orders issued by Fire Marshal to correct deficiencies in compliance with the fire code.		AC+3			AC = Deficiency corrected.
SG-18-750	SAFETY - HAZARD COMMUNICATION PLANS:		PM	A	X	RA - Access may be restricted as part of facility security plans
SG-18-751	SAFETY - HAZARDOUS MATERIALS DISPOSAL RECORDS: (See also Material Data Safety Sheets.) Material safety data sheets must be kept for those chemicals currently in use that are affected by the Hazard Communication Standard in accordance with 29 CFR § 1910.1200(g).		PM	A	X	RA - Access may be restricted as part of facility security plans Retention based on: 29 CFR § 1910.1020(d) (1)(ii)(B)Footnote(1)
SG-18-752	SAFETY - INCIDENT REPORTS: Reports concerning incidents which, upon investigation, were of a non-criminal nature.		3 *or 30			RA - Access may be restricted due to personal information CAUTION: May include exposure records, including personal information. *Exposure records require 30 year retention per 29 CFR § 1910.1020(d) (1)(ii)(B)Footnote(1)
SG-18-753	SAFETY - INSPECTION RECORDS: Fire, safety, and other inspection records of facilities and equipment.		AC+3			AC = Date of the correction of the deficiency, if the inspection report reveals a deficiency CAUTION: Does not include inspection reports of building construction.

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	SAFETY - MATERIAL DATA SAFETY SHEETS: Either the MSDS or the following information: Some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used, <i>must be retained for the period required.</i> From the CFR: (d)(2) Nothing in this section is intended to mandate the form, manner, or process by which an employer preserves a record so long as the information contained in the record is preserved and retrievable, except that chest X-ray films shall be preserved in their original state.	Minimum: All Areas using listed materials	30 years after the end of use of the substance			Retention per 29 CFR 1910(d)(1)(ii)(B) Material safety data sheets and paragraph (c)(5)(iv) records concerning the identity of a substance or agent need not be retained for any specified period as long as some record of the identity (chemical name if known) of the substance or agent, where it was used, and when it was used is retained for at least thirty (30) years (1) ; and Footnote(1) Material safety data sheets must be kept for those chemicals currently in use that are effected by the Hazard Communication Standard in accordance with 29 CFR 1910.1200(g).

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SG-18-754	SAFETY - WORKPLACE CHEMICAL LISTS:		30			Should be matched to container labels per 29 CFR § 1910.1200(g).
SG-18-755	VEHICLE - INSPECTION, REPAIR AND MAINTENANCE RECORD:		LA+1			
SG-18-756	VEHICLE – TITLE AND REGISTRATION:		1		X	
SG-18-757	VISITOR CONTROL REGISTERS: Records documenting visitors to limited access or restricted areas of agency facilities.		3			RA – Access may be restricted in the interest of visitor safety and as part of a facility security plan
SG-18-758	VOLUNTEER RECORDS: Series documents the administration of the agency's volunteer and intern programs. Records may include recruitment and selection records, volunteer personnel and intern personnel information forms, intern agreements, volunteer and intern time records, emergency notification forms, publicity records, insurance documentation, and correspondence.		AC + 3			RA – Access may be restricted due to personal information AC = End of term of volunteer or intern
SG-18-759	WEBSITE/WEBPAGES – INTERNET/INTRANET: (System Development Documentation for initial setup and all subsequent changes.)		PM	A	X	Idaho Code 28-50-112 Electronic Records Retention
SG-18-760	WEBSITE/WEBPAGES – INTERNET/INTRANET: (Content of pages.)		PM	A	X	Idaho Code 28-50-112 Electronic Records Retention